

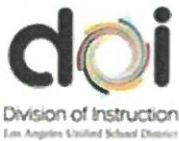
Subject: RE: LOC 8789 Charter School closed due to wildfires
Date: Thursday, January 24, 2019 at 10:41:09 AM Pacific Standard Time
From: Dominguez, Melida
To: Tami Christopher, Phan, Chhoung, Greg Wood
CC: Ilagan, Portia, Santos, Aileen, Chong, Betty, Pamela Magee
Attachments: image004.jpg, image005.jpg, image006.jpg, image007.png, image008.jpg, image009.png, image001.jpg

Nothing further from you, if LACOE pre-approves then they send to CDE and then CDE will do the final approval and notify you and us of the outcome.

Sincerely,

Melida Dominguez

Administrative Assistant to José Cole-Gutiérrez
Los Angeles Unified School District
Charter Schools Division
Office (213) 241-8660 | Fax (213) 241-2054
Website: <http://charterschools.lausd.net>



Charter Schools Division Mission:

The LAUSD Charter Schools Division fosters high quality educational opportunities and outcomes for students in the greater Los Angeles community through exemplary charter public school authorizing, oversight, and sharing of promising practices so that all students maximize their potential.

From: Tami Christopher <tchristopher@palihigh.org>
Sent: Thursday, January 24, 2019 10:24 AM
To: Dominguez, Melida <melida.dominguez@lausd.net>; Phan, Chhoung <james.phan@lausd.net>; Greg Wood <gwood@palihigh.org>
Cc: Ilagan, Portia <portia.ilagan@lausd.net>; Santos, Aileen <aileen.santos@lausd.net>; Chong, Betty <betty.chong@lausd.net>; Pamela Magee <pmagee@palihigh.org>
Subject: RE: LOC 8789 Charter School closed due to wildfires

Good morning, Melinda,

Thank you for confirmation of receiving the J123A form for Palisades Charter High School for the 18-19 school year (for the fire in November in 2018). Is there any other information needed or anyone else the form needs to be sent to?

Thank you for your assistance,
Tami



Tami Christopher-Hooker, M.Ed.
Director of Admissions and Attendance
Palisades Charter High School
15777 Bowdoin St | Pacific Palisades CA 90272
T 310.230.6629 | tchristo@palihigh.org
[SCHEDULE OBSERVATIONS](#)

PCHS will empower our diverse student population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth.

From: Dominguez, Melida <melida.dominguez@lausd.net>
Sent: Thursday, January 24, 2019 7:47 AM
To: Tami Christopher <tchristopher@palihigh.org>; Phan, Chhoung <james.phan@lausd.net>; Greg Wood <gwood@palihigh.org>
Cc: Ilagan, Portia <portia.ilagan@lausd.net>; Santos, Aileen <aileen.santos@lausd.net>; Chong, Betty <betty.chong@lausd.net>
Subject: RE: LOC 8789 Charter School closed due to wildfires

Form J-13 for 11-13-18 was received and already submitted to LACOE.

Sincerely,

Melida Dominguez

Administrative Assistant to José Cole-Gutiérrez
Los Angeles Unified School District
Charter Schools Division
Office (213) 241-8660 | Fax (213) 241-2054
Website: <http://charterschools.lausd.net>



Charter Schools Division Mission:

The LAUSD Charter Schools Division fosters high quality educational opportunities and outcomes for students in the greater Los Angeles community through exemplary charter public school authorizing, oversight, and sharing of promising practices so that all students maximize their potential.

From: Tami Christopher <tchristopher@palihigh.org>
Sent: Thursday, January 24, 2019 7:39 AM

To: Phan, Chhoung <james.phan@lausd.net>; Greg Wood <gwood@palihigh.org>; Dominguez, Melida <melida.dominguez@lausd.net>

Cc: Ilagan, Portia <portia.ilagan@lausd.net>; Santos, Aileen <aileen.santos@lausd.net>; Chong, Betty <betty.chong@lausd.net>

Subject: RE: LOC 8789 Charter School closed due to wildfires

Good morning, Chhoung,

I have completed the form, I will verify that it has been submitted and get back to you.

Tami



Tami Christopher-Hooker, M.Ed.
Director of Admissions and Attendance
Palisades Charter High School
15777 Bowdoin St | Pacific Palisades CA 90272
T 310.230.6629 | tchristo@palihigh.org
[SCHEDULE OBSERVATIONS](#)

PCHS will empower our diverse student population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth.

From: Phan, Chhoung <james.phan@lausd.net>

Sent: Wednesday, January 23, 2019 11:43 AM

To: Tami Christopher <tchristopher@palihigh.org>; Greg Wood <gwood@palihigh.org>; Dominguez, Melida <melida.dominguez@lausd.net>

Cc: Ilagan, Portia <portia.ilagan@lausd.net>; Santos, Aileen <aileen.santos@lausd.net>; Chong, Betty <betty.chong@lausd.net>

Subject: RE: LOC 8789 Charter School closed due to wildfires

Good morning Tami,

We would like to know have you submitted the J13A form yet? Please be sure to submit your J13A forms (Original forms) to our Charter Schools Division/Ms. Portia. We will need to get this resolved before the P-2 reports (covering months 1-8 stat reports) due date: 04/19/2019. Please let me know as soon as possible.

Best Regards,

Chhoung James Phan, ASA

Budget Services & Financial Planning

Attendance & Enrollment Section/Charter Schools

333 S. Beaudry Ave., 26th Floor LA, CA 90017
p: (213) 241-2125, f: (213) 241-6831
eMail Address: james.phan@lausd.net



From: Tami Christopher <tchristopher@palihigh.org>
Sent: Tuesday, December 04, 2018 2:03 PM
To: Phan, Chhoung <james.phan@lausd.net>; Greg Wood <gwood@palihigh.org>
Cc: Ilagan, Portia <portia.ilagan@lausd.net>; Santos, Aileen <aileen.santos@lausd.net>
Subject: RE: LOC 8789 Charter School closed due to wildfires

Chhoung,

We are applying submitting the J13A form to excuse the school closure since we closed due to the fires. If the day is granted we will leave it at 174 calendar days. If the day is not granted we are going to add the additional day next semester to ensure we have 175 days.

Tami



Tami Christopher-Hooker, M.Ed.
Director of Admissions and Attendance
Palisades Charter High School
15777 Bowdoin St | Pacific Palisades CA 90272
T 310.230.6629 | tchristo@palihigh.org

Palisades Charter High School will empower our diverse student population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth.

From: Phan, Chhoung <james.phan@lausd.net>
Sent: Tuesday, December 4, 2018 1:12 PM
To: Tami Christopher <tchristopher@palihigh.org>; Greg Wood <gwood@palihigh.org>
Cc: Ilagan, Portia <portia.ilagan@lausd.net>; Santos, Aileen <aileen.santos@lausd.net>
Subject: RE: LOC 8789 Charter School closed due to wildfires

Thanks, Tami!

Also, your school's 2018-19 total number of instructional days will be 174 and its one instructional day short of the requirement is 175 days, **please advise**.
Best Regards,

Chhoung James Phan, ASA

Budget Services & Financial Planning

Attendance & Enrollment Section/Charter Schools

333 S. Beaudry Ave., 26th Floor LA, CA 90017
 p: (213) 241-2125, f: (213) 241-6831
 eMail Address: james.phan@lausd.net



From: Tami Christopher <tchristopher@palihigh.org>
Sent: Tuesday, December 04, 2018 1:11 PM
To: Phan, Chhoung <james.phan@lausd.net>; Greg Wood <gwood@palihigh.org>
Cc: Ilagan, Portia <portia.ilagan@lausd.net>; Santos, Aileen <aileen.santos@lausd.net>
Subject: RE: LOC 8789 Charter School closed due to wildfires

Yes we were closed on 11/13.



Tami Christopher-Hooker, M.Ed.
 Director of Admissions and Attendance
 Palisades Charter High School
 15777 Bowdoin St | Pacific Palisades CA 90272
 T 310.230.6629 | tchristo@palihigh.org

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From: Phan, Chhoung <james.phan@lausd.net>
Sent: Tuesday, December 4, 2018 11:03 AM
To: Tami Christopher <tchristopher@palihigh.org>; Greg Wood <gwood@palihigh.org>
Cc: Ilagan, Portia <portia.ilagan@lausd.net>; Santos, Aileen <aileen.santos@lausd.net>
Subject: RE: LOC 8789 Charter School closed due to wildfires
Importance: High

Good morning Tami,

Please confirm that you were closed on Tuesday, November 13, 2018 due to wildfires. Also, your school's 2018-19 total number of instructional days will be 174 and its one instructional day short of the requirement is 175 days, please advise.

SCHOOL YEAR 2018-19															Palisades Charter HS					Days of Inst	
School Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F						
1	#	#	AUG 15	16	17	20	21	22	23	24	27	28	29	30	(31)	SEP 3	4	5	6	7	16
2	SEP 10 #	11	12	13	14	17	18	19 #	20	21	24	25	26	27	28	OCT 1	2	3	4	5	18
3	OCT 8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	NOV 1	2	20
4	NOV 5	6	7	8	9	(12)	13 EC	14	15	16	19	20	21	22	23	26	27	28	29	30	13
											Thanksgiving Break										
5	DEC 3	4	5	6	7	10	11	12	13	14 #	#	JAN 8	9	10	11	14	15	16	17	18	18

6	JAN (21)	22	23	24	25	28	29	30	31	FEB 1	4	5	6	7	8	11	12	13	14	15	19
7	FEB (18)	19	20	21	22	25	26	27	28	MAR 1	4	5	6	7	8	11	12	13	14	15	19
8	MAR 18	19	20	21	22	25	26	27	28	29	APR 1 #	2	3	4	5	8	9	10	11	12	19
9	APR 15	16	17	18	19	22	23	24	25	26	29	30	MAY 1	2	3	6	7	8	9	10	15
Spring Break																					
10	MAY 13	14	15	16	17	20	21	22	23	24	(27)	28	29	30	31	JUN 3	4	5	6 #	7 #	17
																					174

◀ Returning from Winter Break ○ Holiday # Non-Instructional Day EC = Emergency Closure 🎓 Graduation

Best Regards,

Chhoung James Phan, ASA

Budget Services & Financial Planning

Attendance & Enrollment Section/Charter Schools

333 S. Beaudry Ave., 26th Floor LA, CA 90017

p: (213) 241-2125, f: (213) 241-6831

eMail Address: james.phan@lausd.net



From: Tami Christopher <tchristopher@palihigh.org>

Sent: Thursday, November 15, 2018 11:14 AM

To: Phan, Chhoung <james.phan@lausd.net>; Greg Wood <gwood@palihigh.org>

Cc: Ilagan, Portia <portia.ilagan@lausd.net>

Subject: RE: LOC 8789 Charter School closed due to wildfires

Good morning, Chhoung,

Yes we were closed on Tuesday due the fires.

Tami



Tami Christopher-Hooker, M.Ed.
Director of Admissions and Attendance
Palisades Charter High School
15777 Bowdoin St | Pacific Palisades CA 90272
T 310.230.6629 | tchristo@palihigh.org

PCHS will empower our diverse student population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth.

From: Phan, Chhoung <james.phan@lausd.net>
Sent: Thursday, November 15, 2018 8:50 AM
To: Tami Christopher <tchristopher@palihigh.org>; Greg Wood <gwood@palihigh.org>
Cc: Ilagan, Portia <portia.ilagan@lausd.net>
Subject: LOC 8789 Charter School closed due to wildfires

Good morning Tami,

Could you please advise whether or not your school was closed due to wildfires?

8798	Palisades Charter High School
------	-------------------------------

Best Regards,

Chhoung James Phan, ASA

Budget Services & Financial Planning

Attendance & Enrollment Section/Charter Schools

333 S. Beaudry Ave., 26th Floor LA, CA 90017
p: (213) 241-2125, f: (213) 241-6831
eMail Address: james.phan@lausd.net



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Subject: Reminder: Fiscal Council Meeting - Rescheduled to January 31, 9:00 - 11:00 AM (online meeting)

Date: Thursday, January 24, 2019 at 6:59:41 AM Pacific Standard Time

From: Charter Operated Programs, LAUSD SELPA

To: pmagee@palihigh.org

[View this email in your browser](#)

Rescheduled Fiscal Council Meeting: January 31, 9:00 - 11:00 AM

Dear Colleague,

The January 18th Fiscal Council meeting has been rescheduled to January 31, 9:00 - 11:00 AM. This meeting will be an online meeting and not in-person. Please register your attendance [HERE](#).

Thank you for your patience and understanding during the work stoppage.

In your service,

The Charter Operated Programs Team
LAUSD SELPA

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333 S. Beaudry Avenue, 17th Floor
Div. of Special Education - Charter Operated Programs
Los Angeles, CA 90017

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Subject: Update: Work Stoppage

Date: Wednesday, January 23, 2019 at 8:59:40 AM Pacific Standard Time

From: Charter Operated Programs, LAUSD SELPA

To: pmagee@palihigh.org

[View this email in your browser](#)

Update: Work Stoppage

Dear Colleague,

Thank you again for your patience as COP staff was deployed to assist district schools with the strike. From teaching to providing classroom support and office assistance, district schools were very grateful for the additional support during the strike.

As of Wednesday morning, the COP staff is back in-office, so feel free to utilize the [COP team organization chart](#) for support.

In your service,

The Charter Operated Programs Team
LAUSD SELPA

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Los Angeles, CA 90017

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Subject: EZ Access Request Approved

Date: Tuesday, January 22, 2019 at 11:12:56 AM Pacific Standard Time

From: LAUSD_Sender@lausd.net

To: pimagee@palihigh.org

CC: schock@lausd.net, mbush@palihigh.org, trayfenazambre@yahoo.com

The request for access for the role: Charter DIS - BII (Agency) for Trayfena Zambre has been Approved.

Please allow up to 24-48 hours for the changes to take effect.

Note: Please do not reply to this message. This e-mail message was sent from a notification-only address that cannot accept incoming e-mail.

C421AF9C-E6D8-4D17-81B7-1E947802EA4F:222518

Subject: EZ Access Request Approved

Date: Tuesday, January 22, 2019 at 10:43:54 AM Pacific Standard Time

From: LAUSD_Sender@lausd.net

To: pimagee@palihigh.org

CC: schock@lausd.net, mbush@palihigh.org, rex.provost@gmail.com

The request for access for the role: Charter DIS - BII for Rex Provost has been Approved.

Please allow up to 24-48 hours for the changes to take effect.

Note: Please do not reply to this message. This e-mail message was sent from a notification-only address that cannot accept incoming e-mail.

1B7E125E-C459-46AD-B53F-EE540B707FD3:222479

Subject: Updated Application Links: Program Development Grant and NPA/NPS Assistance Pool

Date: Tuesday, January 22, 2019 at 6:59:26 AM Pacific Standard Time

From: Charter Operated Programs, LAUSD SELPA

To: pmagee@palihigh.org

[View this email in your browser](#)

Updated Grant and Assistance Pool Links

Dear Colleague,

Several schools have reported submission errors, so we created simplified submission links for Program Development Grant and the NPA/NPS Assistance Pool (Request for Assistance).

OVERVIEW OF GRANTS:

- **Program Development Grants** – Access to financial assistance to support the development or expansion of high-quality and impactful special education programs and supports. **Submit application [HERE](#). February 4, 2019 – Application Due**
- **NPA/NPS Assistance Pool (Request for Assistance)** – Access to financial assistance to fund extraordinary non-public school (NPS) placements and/or non-public agency (NPA) contracts. **Submit application [HERE](#). February 4, 2019 – Application Due**

Participation is strongly encouraged and interested schools should apply via the links above.

If you should have any questions, please reach out to [Dixon Deutsch](#).

In your service,

The Charter Operated Programs Team
LAUSD SELPA

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Los Angeles, CA 90017

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Subject: Update: Work Stoppage

Date: Monday, January 21, 2019 at 2:12:11 AM Pacific Standard Time

From: Charter Operated Programs, LAUSD SELPA

To: pmagee@palihigh.org

[View this email in your browser](#)

Update: Work Stoppage

Dear Colleague,

Thank you again for your patience as COP staff is deployed to assist schools with the strike. From teaching to providing classroom support and office assistance, district schools are grateful for the additional support during the strike.

As of Monday morning, we have no further updates on the strike. Therefore, we will be cancelling all events for the week of January 21st (reschedule dates TBD).

- **Option 3 Fiscal Council Meeting** - This has been rescheduled for January 31, 9:00 - 11:00 AM. You can register [HERE](#).
- **Dixon at LAUSD** - Dixon will be in-office on Monday, January 21st from 1:00-6:00 PM. If you have any questions and/or need to discuss pertinent issues, feel free to call him directly at 213-241-5432.

Thank you in advance for your patience and understanding. We are hopeful a solution will be reached soon and will continue to provide periodic updates if the work stoppage continues.

In your service,

The Charter Operated Programs Team
LAUSD SELPA

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Div. of Special Education - Charter Operated Programs
Los Angeles, CA 90017

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Subject: Charter Weekly - January 20th
Date: Sunday, January 20, 2019 at 8:38:07 AM Pacific Standard Time
From: Charter Operated Programs, LAUSD SELPA
To: pmagee@palihigh.org

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2018-19 Charter Weekly, Issue #15

TO REVIEW

New Items:

- **Work Stoppage Update** - The COP team does not have an update on the strike. Thank you for your patience while the COP team is support district schools with operations and instruction.
- **Fiscal Council** - The Option 3 Fiscal Council was rescheduled to an online meeting and will now take place on January 31, 9:00 - 11:00 AM. Register [HERE](#).

Previous Items:

- **Behavior Symposium** - As a reminder, we recently sent out registration information for the upcoming February symposium. More information can be found [HERE](#).
- **Welligent Support** - As an FYI, supportive Welligent information and job aides can be found on the Welligent Support's website [HERE](#).
- **Option 3 Meetings** - Ensure that appropriate staff register for an upcoming Option 3 meeting (schedule found [HERE](#)) at: <https://tinyurl.com/COPtrainings>

COP TRAININGS

Trainings will remain scheduled but could be rescheduled pending the work stoppage.

We have included the next couple of week's worth of trainings, organized by PLC, below (complete PLC, with training descriptions, can be found [HERE](#)). You can register for all COP trainings at:

<https://tinyurl.com/COPtrainings>

- **Inclusive School Practices:**
 - 1/25, 8:30-3:30 PM: Using Instructional Rounds in the Classroom
 - 1/25, 2:00-4:00 PM: Webinar: Differentiation

- 1/28, 8:00-12:00 PM: *Universal Design for Learning*
- **Administrators PLC:**
 - The 1/24 training from LACOE has been cancelled.
- **Mental Health PLC:**
 - 1/23, 8:30-9:30 AM: *Webinar: What now? Suicide Postvention*
 - 1/24, 12:30-4:00 PM: *Cultural Context & Trauma: Implications for Mental Health Providers*
- **Paraeducator PLC:**
 - No upcoming trainings.
- **Psychological Supports PLC:**
 - 1/24, 1:00-4:00 PM: *Charter Psychologist Professional Development and Case Review: Legally Defensible Reports Part 2*

CHARTER SECTOR OPPORTUNITIES

New Items:

- No new items for this week.

Previous Items:

- **Emergent Literacy Workshop, Supporting Emergent to Conventional Writing on the iPad**
 - Helping students with disabilities grow as writers is all about Time, Teaching and Technology! Learn how to use technology to support text production from scribbling to invented spelling to simple sentences. We will go beyond errorless writing to support writing with AAC devices and with the alphabet. This workshop will focus on strategies to support students in planning, drafting, and revising writing. A key focus throughout the day will be using apps to inspire and scaffold writing for students who use a range of pencils, from traditional writing tools and computers to alternative pencils such as a range of light tech alphabets. The [workshop](#) will take place at WISH Charter Community School Elementary campus on January 24th, from 8:30-2:30 PM. Register [HERE](#).

FOR YOUR INFORMATION

New Items:

- **Marshall Memo** - View the latest round-up of important ideas and research in K-12 education [HERE](#).

Previous Items:

- **Innovate Public Schools** - A recent report found that 95% of students have aspirations of attending college, but they will have trouble succeeding there because elementary, middle and high schools are often providing school work that is not on grade level. While students work hard and get As, Bs, and Cs on their assignments, they are only meeting grade-level standards 17% of the time. Students of color are particularly impacted by this. They are not achieving less — they are being given less by a school system that doesn't believe they can handle more challenging work. Read their recent blog [HERE](#).

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Subject: Re: 1/17/19 LAUSD UTLA update
Date: Saturday, January 19, 2019 at 10:06:37 AM Pacific Standard Time
From: Melvoin, Nick
To: pmagee@palihigh.org
CC: Holdorff, Allison

Hi Pam,

Thanks so much for such a sweet note!! Much appreciated. And thanks for holding down the fort during what I know was a stressful week for your faculty and students as well. We'll get through this — and hopefully emerge in a better position now that so much of the city's consciousness has been awoken to support our public schools.

See you soon!

N

Nick Melvoin

LA Unified Board of Education
Vice President | District 4
www.boardmembermelvoin.com

From: Pam Magee <pmagee@palihigh.org>
Date: Thursday, January 17, 2019 at 7:20 PM
To: Board Member Nick Melvoin <BD4Info@lausd.net>
Subject: Re: 1/17/19 LAUSD UTLA update

Hi Nick,

Thanks so much for your tireless efforts on behalf of all LAUSD kids. I appreciate your communications that have provided a clear and hopeful path in the midst of chaos and confusion. As you recommended, I'll reach out to local and state officials and encourage others to do the same.

I am so impressed with the truly courageous work you are doing and am proud that you represent Board District 4. Please don't hesitate to let me know if there is anything I can do to help you and your team.

Pam

PAM MAGEE, ED.D.
Executive Director/Principal
Palisades Charter High School
15777 Bowdoin Street
Pacific Palisades, CA 90272
(310) 230-6630 pmagee@palihigh.org

PCHS will empower our diverse student population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth.

From: Board Member Nick Melvoin <BD4Info@lausd.net>

Date: Thursday, January 17, 2019 at 6:10 PM
To: Board Member Nick Melvoin <BD4Info@lausd.net>
Subject: 1/17/19 LAUSD UTLA update

Hi there,

I am encouraged that UTLA returned to the negotiating table today, and that talks were able to resume to bring us closer to reaching an agreement. I am grateful that the voices of passionate parents, teachers, and other civic leaders have helped facilitate continued talks. I hope the Mayor's support can bring about a quick resolution so we can all get back to school and focus on improving outcomes for our kids. No matter what you believe, we all want to get our kids back in the classroom learning from their hard-working teachers, and I have been working to bring both sides back together so we can resume these talks and end this strike. The district is willing to meet around the clock until we get this resolved.

I am hopeful that tweets and Facebook likes in support of this movement will convert to votes for more funding and support for our public school communities, including affordable housing and more social services for our teachers, employees, and families. So many of you have reached out asking how you can get involved and help us advocate for more funding at the state level. We are doing our best to respond to your individual emails, but while we continue to work toward a local solution, you can find your State Senator and Assembly member here. You can also call the Governor and State Superintendent's office and let them know that even after the strike is over, this activism is just getting started.

Best,
Nick

Nick Melvoin

LA Unified Board of Education
Vice President | District 4
www.boardmembermelvoin.com

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Subject: Fiscal Council Meeting - Rescheduled to January 31, 9:00 - 11:00 AM (online meeting)

Date: Saturday, January 19, 2019 at 6:03:21 AM Pacific Standard Time

From: Charter Operated Programs, LAUSD SELPA

To: pimagee@palihigh.org

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Rescheduled Fiscal Council Meeting: January 31, 9:00 - 11:00 AM

Dear Colleague,

The January 18th Fiscal Council meeting has been rescheduled to January 31, 9:00 - 11:00 AM. This meeting will be an online meeting and not in-person. Please register your attendance [HERE](#).

Thank you for your patience and understanding during the work stoppage.

In your service,

The Charter Operated Programs Team
LAUSD SELPA

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Los Angeles, CA 90017

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Subject: RE: Thinking of you

Date: Friday, January 18, 2019 at 1:54:22 PM Pacific Standard Time

From: Iannucci, Thomas

To: Pamela Magee

Thank you Pam, will do. I appreciate your email and kind words. Have a good weekend.

From: Pamela Magee [mailto:pmagee@palihigh.org]

Sent: Friday, January 18, 2019 10:55 AM

To: Iannucci, Thomas <tiannucc@lausd.net>; Shibata, Brett <bss8493@lausd.net>

Subject: Thinking of you

Hi Tom and Brett,

I have been thinking of you and your Admin Team during this past week of the UTLA strike. Please let me know if there is anything I can do to assist you if the strike continues into next week. I am aware that some of the Pali teachers have been participating with the local elementary and PRMS teachers, and want to lend support to the courageous administrators who are keeping schools open for kids.

Hang in there!

All my best,

Pam

PAM MAGEE, ED.D.

Executive Director/Principal

Palisades Charter High School

15777 Bowdoin Street

Pacific Palisades, CA 90272

(310) 230-6630

pmagee@palihigh.org

<https://calendly.com/pammagee>

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Subject: Automatic reply: 1/17/19 LAUSD UTLA update
Date: Thursday, January 17, 2019 at 7:20:58 PM Pacific Standard Time
From: Board Member Nick Melvoin
To: Pamela Magee

Hi there,

Thank you for reaching out. I appreciate all the parent and school community input we receive. Due to the large volume of emails I receive, I may be unable to immediately respond. We do read every email we receive and do our best to respond within 48 hours.

If you are contacting me to schedule an appointment, please contact Adriana Lombard at Adriana.Lombard@LAUSD.net or (213) 241-6387 to expedite your request. Please be sure to include your name, phone number, and address in your message.

If you have an urgent question about the labor negotiations or strike, you can call the District hotline at (213) 443-1300. You can also reach out to the Superintendent at (213) 241-7000 or [click here](#) to find and contact your local district for those and other school-specific issues.

If you need immediate assistance resolving an issue, you can also call my district office at (213) 241-6387.

Thanks again for contacting my office. I appreciate the opportunity to hear from you.

Best,
Nick

Nick Melvoin

LA Unified Board of Education
Vice President | District 4
www.boardmembermelvoin.com

Subject: Cancelled Fiscal Council

Date: Thursday, January 17, 2019 at 5:59:27 AM Pacific Standard Time

From: Charter Operated Programs, LAUSD SELPA

To: pimagee@palihigh.org

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Cancelled Fiscal Council

Dear Colleague,

Due to the ongoing work stoppage, the upcoming January 18th Fiscal Council will be rescheduled. We will confirm a date in the next few days and be in touch. This meeting will be an online meeting to accommodate schedules.

Thank you for your patience and understanding.

In your service,

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LAUSD SELPA

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Subject: Update: Request Processed - No Action Needed: Account Request#ADA9D91E - no further action needed

Date: Wednesday, January 16, 2019 at 7:11:06 PM Pacific Standard Time

From: OneAccessAdmin@lausd.net

To: pimagee@palihigh.org, schock@palihigh.org, mbush@palihigh.org, OneAccessApprovers@lausd.net, OneAccessApprovers@lausd.net

The following SSO Request does not require any further action. The Request has been approved, rejected, or the approval activity for this Request has expired.

Requestor:

Built-in Synchronization Account ()

For Location:

PALISADES CHS (1879801) ;

Request submitted on:

2019-01-14 22:59 (GMT)

Request details:

SSO Request Code: ADA9D91E

Subject: Fwd: Update: Option 3 Interviews

Date: Tuesday, January 15, 2019 at 3:28:31 AM Pacific Standard Time

From: Deutsch, Dixon

To: David Hussey, Brian Bauer, Gayle Nadler, Erin Studer, Irene Sumida, Yvette King-Berg, Pam Magee, Hrag Hamalian, Parker Hudnut

Priority: High

Executive Board,

Just to provide an update on upcoming Option 3 interviews. This will probably delay our upcoming vote on new Option 3 schools.

Best,

Dixon Deutsch
Director

Charter Operated Programs
Division of Special Education
Los Angeles Unified School District

333 S. Beaudry Avenue
17th Floor, Office: 17-157
Los Angeles, CA 90017

O: 213-241-5432

C: 213-200-5696

E: dixon.deutsch@lausd.net

Charter Operated Programs (COP) empowers a community of charter schools to work together to build innovative, high-quality educational programs and services for students with unique needs.

Begin forwarded message:

From: "Deutsch, Dixon" <dixon.deutsch@lausd.net>

Subject: Update: Option 3 Interviews

Date: January 15, 2019 at 3:26:44 AM PST

To: "Deutsch, Dixon" <dixon.deutsch@lausd.net>

Cc: "Lara, Nancy" <ncl3037@lausd.net>, "Hong, John" <john.hong@lausd.net>, "Zacky, Daphne" <daphne.zacky@lausd.net>

Dear Potential Option 3 School,

Due to strike logistics, building lockdown and planned upcoming protests at Beaudry, the COP team has decided to cancel the upcoming Option 3 interviews. Once the strike is over, we will be in touch on make-up dates. While the delay in interviews will not impact the decision on your school becoming an Option 3 school, it might delay the Option 3 Executive Board vote on new Option 3 schools.

Thank you again your patience and please reach out if you have any questions.

Best,

Dixon Deutsch
Director

Charter Operated Programs
Division of Special Education
Los Angeles Unified School District

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17th Floor, Office: 17-157
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O: 213-241-5432

C: 213-200-5696

E: dixon.deutsch@lausd.net

Charter Operated Programs (COP) empowers a community of charter schools to work together to build innovative, high-quality educational programs and services for students with unique needs.

Subject: Approval Pending: Account Request#ADA9D91E for Provost, Rex
Date: Monday, January 14, 2019 at 2:59:18 PM Pacific Standard Time
From: OneAccessAdmin@lausd.net
To: pmagee@palihigh.org, schock@palihigh.org, mbush@palihigh.org,
OneAccessApprovers@lausd.net, OneAccessApprovers@lausd.net

Please approve or reject the following SSO Request:

Requestor:
Built-in Synchronization Account ()

For Location:
PALISADES CHS (1879801) ;

Request submitted on:
2019-01-14 22:59 (GMT)

User:
Display Name: Provost, Rex
First Name : Rex
Middle Init.:
Last Name : Provost
Organization: N/A
Contract # : N/A
Requested Account Expiration: 2020-01-14 00:00
EmployeeType: Charter

Request details:
SSO Request Code: ADA9D91E

Subject: Update 1: Pending Work Stoppage
Date: Sunday, January 13, 2019 at 11:59:20 AM Pacific Standard Time
From: Charter Operated Programs, LAUSD SELPA
To: pmagee@palihigh.org

[View this email in your browser](#)

Upcoming Fiscal Council

Dear Colleague,

The upcoming January 18th Fiscal Council meeting is still scheduled to take place; however, given the fluidity of the work stoppage, this meeting might be modified. As we approach Friday, we will provide further updates.

Register in-person [HERE](#) (under Charter Meetings) or for the online meeting [HERE](#) (available on 1/18)

Thank you in advance for your patience and understanding.

In your service,

The Charter Operated Programs Team
LAUSD SELPA

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Subject: Charter Weekly - January 13th

Date: Sunday, January 13, 2019 at 5:59:43 AM Pacific Standard Time

From: Charter Operated Programs, LAUSD SELPA

To: pmagee@palihigh.org

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2018-19 Charter Weekly, Issue #14

TO REVIEW

New Items:

- **Work Stoppage** - Please review this [recent email](#) sent on the LAUSD work stoppage regarding COP staff and events.

Previous Items:

- **Behavior Symposium** - As a reminder, we recently sent out registration information for the upcoming February symposium. More information can be found [HERE](#).
- **Welligent Support** - As an FYI, supportive Welligent information and job aides can be found on the Welligent Support's website [HERE](#).
- **Option 3 Meetings** - Ensure that appropriate staff register for an upcoming Option 3 meeting (schedule found [HERE](#)) at: <https://tinyurl.com/COPtrainings>

COP TRAININGS

We have included the next couple of week's worth of trainings, organized by PLC, below (complete PLC, with training descriptions, can be found [HERE](#)). **You can register for all COP trainings at: <https://tinyurl.com/COPtrainings>**

- **Option 3 Meetings (Option 3 Schools Only):**
 - 1/18, 1:00-3:30 PM: Option 3 Fiscal Council (online meeting [HERE](#) and available on 1/18). Please note, Friday's Option 3 Fiscal Council meeting is still scheduled to take place; however, given the fluidity of the work stoppage, this meeting might be modified.
- **Inclusive School Practices:**
 - 1/17, 1:00-2:00 PM: Webinar: Co-Teaching and Class Management: Engagement and Management Strategies for Two!

- 1/18, 2:00-4:00 PM: Webinar: Universal Design for Learning, Part 2 (webinar registration [HERE](#))
- 1/25, 8:30-3:30 PM: Using Instructional Rounds in the Classroom
- 1/25, 2:00-4:00 PM: Webinar: Differentiation
- 1/28, 8:00-12:00 PM: Universal Design for Learning
- **Administrators PLC:**
 - The 1/24 training from LACOE has been cancelled.
- **Mental Health PLC:**
 - 1/23, 8:30-9:30 AM: Webinar: What now? Suicide Postvention
 - 1/24, 12:30-4:00 PM: Cultural Context & Trauma: Implications for Mental Health Providers
- **Paraeducator PLC:**
 - No upcoming trainings.
- **Psychological Supports PLC:**
 - 1/24, 1:00-4:00 PM: Charter Psychologist Professional Development and Case Review: Legally Defensible Reports Part 2

CHARTER SECTOR OPPORTUNITIES

New Items:

- No new items for this week.

Previous Items:

- **Emergent Literacy Workshop, Supporting Emergent to Conventional Writing on the iPad** - Helping students with disabilities grow as writers is all about Time, Teaching and Technology! Learn how to use technology to support text production from scribbling to invented spelling to simple sentences. We will go beyond errorless writing to support writing with AAC devices and with the alphabet. This workshop will focus on strategies to support students in planning, drafting, and revising writing. A key focus throughout the day will be using apps to inspire and scaffold writing for students who use a range of pencils, from traditional writing tools and computers to alternative pencils such as a range of light tech alphabets. The [workshop](#) will take place at WISH Charter Community School Elementary campus on January 24th, from 8:30-2:30 PM. Register [HERE](#).
- **Charter Schools Development Center CBO Training Cohort Information** - Offered in a blended format, CSDC's CBO Training program includes three multi-day, in-person sessions, accompanied by a series of online trainings. Applications are now being accepted on a rolling basis until January 18, 2019. Apply [HERE](#).

FOR YOUR INFORMATION

New Items:

- **Marshall Memo** - View the latest round-up of important ideas and research in K-12 education [HERE](#).
- **January Newsletters** - Read what the COP team is reading for the month of December [HERE](#).

Previous Items:

- **National Special Education Leadership Academy** - Join the one year, in-person and online program that will bring together special education leaders from across the U.S. More information can be found [HERE](#).
- **Workshop Resources** - Hanah and Lynn recently attended a workshop which included a lot of resources to share out. [Download](#) the resources on aligning IEPs to grade level standards for moderate-to-severe populations.
- **Innovate Public Schools** - A recent report found that 95% of students have aspirations of attending college, but they will have trouble succeeding there because elementary, middle and high schools are often providing school work that is not on grade level. While students work hard and get As, Bs, and Cs on their assignments, they are only meeting grade-level standards 17% of the time. Students of color are particularly impacted by this. They are not achieving less — they are being given less by a school system that doesn't believe they can handle more challenging work. Read their recent blog [HERE](#).

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Subject: January Events

Date: Friday, January 11, 2019 at 12:20:32 PM Pacific Standard Time

From: Charter Operated Programs, LAUSD SELPA

To: pmagee@palihigh.org

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January Events

Dear Colleague,

Happy New Year!

We have included January's events below (complete PLC information can be found [HERE](#)).

In your service,

The Charter Operated Programs Team
LAUSD SELPA

1/11, 2:00-4:00 PM: Webinar: Universal Design for Learning, Part 1

- Webinar registration [HERE](#)
- Presenter: *Emily Art, Relay Graduate School of Education*
- Description: *Participants will identify the 3 dimensions upon which students typically vary as learners: engagement, understanding, and action & expression. They will explore how a poor fit between the student and the classroom activities can lead to barriers to student engagement, understanding, and action & expression. Participants will then use the Universal Design for Learning one-pagers to reflect on their own practice and identify barriers to learning in their own lessons.*

1/17, 1:00-2:00 PM: Webinar: Co-Teaching and Class Management: Engagement and Management Strategies for Two!

- Webinar registration [HERE](#) (Under Inclusive School Practices PLC)
- Presenter: *Amy Hanreddy, Professor at California State University, Northridge*
- Description: *What has two heads, four eyes and four ears? Your co-teaching team! In this one- hour webinar, we will talk about classroom systems and strategies that maximize the use of two teachers to keep students engaged, use formative assessment effectively, and redirect behaviors efficiently.*

1/18, 1:00-3:30 PM: Option 3 Fiscal Council

- Register in-person [HERE](#) (under Charter Meetings) or for the online meeting [HERE](#) (available on 1/18)
- Description: *This is the second Fiscal Council meeting of the year for Option 3 charter schools.*
- Location: *LAUSD HQ, 2nd Floor, Room: 2-131 or online meeting*

1/18, 2:00-4:00 PM: Webinar: Universal Design for Learning, Part 2

- Webinar registration [HERE](#) (Under Inclusive School Practices PLC)
- Presenter: *Emily Art, Relay Graduate School of Education*
- Description: *Universal Design for Learning (UDL) is based on the premise that there are things that teachers can do to eliminate barriers to engagement, understanding, and action & expression in their classrooms. Teachers will explore universal design techniques that effectively eliminate these barriers. Then, they will identify a specific technique that align with a barrier to learning in their classroom, and plan to implement this technique in an upcoming lesson.*

1/23, 8:30-9:30 AM: Webinar: What now? Suicide Postvention

- Webinar register [HERE](#) (Under Mental Health PLC)
- Presenters: *CARE Team - COP Staff*
- Description: *This meeting will discuss best-practices available to support your school community in the aftermath of a death by suicide.*

1/24, 12:30-4:00 PM: Cultural Context & Trauma: Implications for Mental Health Providers

- Register [HERE](#) (Under Mental Health PLC)
- Presenters: *Dr. Kimani Norrington Sands & Nicole McMahon, LAUSD Mental Health Support Staff*
- Description: *This interactive training utilizes a culturally responsive approach to crisis work. The training objectives are as follows: understanding cultural context and the implications of socio-historical issues; engaging in learning about cultural humility and implicit bias; reflecting on ways that cultural humility and implicit bias may impact crisis prevention and intervention; and engaging in learning about having courageous conversations with others.*
- Location: *LAUSD HQ, 2nd Floor, Room: 2-202*

1/24, 1:00-4:00 PM: Charter Psychologist Professional Development and Case Review: Legally Defensible Reports Part 2

- Register [HERE](#) (Under Psychological Supports PLC)
- Presenter: *Daphne Zacky, School Success Team - COP Staff*
- Description: *This training will be the second of a two part series to support school psychologists in constructing legally defensible psycho-educational case studies and reports. School psychologists will review the LAUSD Psychological Services support documents such as the Eligibility Reference Guide Documents, operational definitions of eligibility criteria, component checklists, recommended assessment tools, and the LAUSD mandated report template. The second half of this session will serve as case conference for psychologists who would like to receive peer review on case development.*
- Location: *James Jordan Charter Middle School*

1/25, 8:30-3:30 PM: Using Instructional Rounds in the Classroom

- Register [HERE](#) (Under Inclusive School Practices PLC)
- Presenter: *Dr. Bev Clemens, Marzano Research*
- Description: *Instructional rounds are one of the most valuable tools that a school can use to enhance teachers' pedagogical skills and develop a culture of collaboration. The goal of instructional rounds is not to provide feedback to the teacher being observed. Rather, the primary purpose is for observing teachers to compare their own instructional practices with those of the teachers they observe. The chief benefit of this approach resides in the discussion that takes place among observing teachers at the end of the observation as well as in subsequent self-reflection. It is a powerful reflective learning experience!*
- Location: *LAUSD HQ, 2nd Floor, Room: 2-131*

1/25, 2:00-4:00 PM: Webinar: Differentiation

- Webinar registration [HERE](#) (Under Inclusive School Practices PLC)
- Presenter: *Emily Art, Relay Graduate School of Education*
- Description: *Teachers who utilize universal design techniques to accommodate all learners will find that there are individual students in their classes who need an additional accommodation in order to master the content being taught. In this session, teachers will learn how to analyze various sources of individual student data in order to identify the barriers to learning that an individual student is facing. They will then select and plan to implement an accommodation that is aligned with the individual student's needs.*

1/28, 8:00-12:00 PM: Universal Design for Learning

- Register [HERE](#) (Under Inclusive School Practices PLC)
- Presenter: *Toni Barton, Relay Graduate School of Education*
- Description: *Instructional leadership is one of the key pillars that drive effective leadership of exceptional learners. Special education leaders must have deep knowledge of how learners' brains systematically vary and why it's important to plan with this variation in mind so they can support general education and special education teachers with designing needs-based instruction, interventions and accommodations necessary to drive growth for exceptional learners. Participants will explore the three domains of variability: Engagement, Understanding, and Expression using the Universal Design for Learning (UDL) framework. Participants will learn how to examine and provide feedback on teacher instruction to ensure that it is designed to support students' abilities to engage with, understand, and demonstrate their understanding of the content they are learning.*
- Location: *LAUSD HQ, 2nd Floor, Room: 2-202*

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Subject: Update 1: Pending Work Stoppage

Date: Friday, January 11, 2019 at 5:14:04 AM Pacific Standard Time

From: Charter Operated Programs, LAUSD SELPA

To: pmagee@palihigh.org

[View this email in your browser](#)

Update 1: Pending Work Stoppage

Dear Colleague,

As schools have reached out on the pending work stoppage, we wanted to provide a general update on the COP team and our events:

- **COP Staff** - COP staff will be deployed to district sites to support schools and may not be easily accessible during the period of the work stoppage. COP staff will have an out-of-office response on the days of the work stoppage.
- **COP Events** - Upcoming Option 3 events are still scheduled (i.e. interviews, Fiscal Council, etc.). We will reach out if there are changes.
- **PBIS** - The upcoming PBIS training has been cancelled.

While we are hopeful a solution will be reached soon, we will provide periodic updates if the work stoppage takes place.

Thank you in advance for your patience and understanding.

In your service,

The Charter Operated Programs Team
LAUSD SELPA

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Subject: E-intros: Seneca Tour in the Bay Area
Date: Thursday, January 10, 2019 at 5:45:17 PM Pacific Standard Time
From: Deutsch, Dixon
To: Didi Smith, Werner, Judy, nramirez@fentoncharter.net, Linda Lee, Courtney Vickers, Joy Kasper, Michele Andrus, Sommer Jones, Emilie Larew, Cindy Walker, Sabina Szymanski, Pam Magee, Mary Bush
CC: Paige Chan, Sean Murphy, Pallares, Lenore, Samson, Cheryl
Priority: High
Attachments: Tour Agenda _ DAC - Seneca Bay Area Programs.docx

Dear Colleague,

Just wanted to take the opportunity to e-introduce all the folks that are going on the Bay Area/Seneca tour at the end of January:

- Joy Kasper and Michele Andrus (Granada HS)
- Emilie Larew +1 (El Camino HS)
- Sommer Jones (Synergy)
- Mary Busy and Pam Magee (Pali HS)
- Courtney Vickers (Alliance)
- Cindy Walker and Sabina Szymanski (Birmingham HS)
- Judy Werner and Noemi Ramirez (Fenton Charters)
- Linda Lee (Los Feliz)
- Didi Smith (Green Dot)
- Lenore and Cheryl will represent the CARE Team on COP
- Paige Chan and Sean Murphy (Seneca and organizing the agenda)

Sean from Seneca will be the host and Lenore/Cheryl will offer any additional COP team support. I've attached the draft agenda; however, Sean will provide an update and additional logistics soon.

I'm bummed I'm not going but I can't wait to hear about what's happening in the Oakland area and how charters are utilizing the supports and building programs for students that need them the most.

Safe travels!

Best,

Dixon Deutsch
Director

Charter Operated Programs
Division of Special Education
Los Angeles Unified School District

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Charter Operated Programs (COP) empowers a community of charter schools to work together to build innovative, high-quality educational programs and services for students with unique needs.



Tour Agenda

LAUSD SELPA Charter-Operated Programs – Director’s Advisory Committee
January 30th – 31st, 2019
Oakland, CA

Weds, January 30th

- 11am–12:30pm: **Tour James Baldwin Academy** (Seneca Non-Public School, grades 3-12)
 - Learn about Seneca’s non-public school model, which combines a rigorous course of specialized academic study with a therapeutic milieu and behavioral program
- 12:30–1:30pm: **Lunch with Seneca’s Education Leadership Team**
 - Meet leaders from education programs while learning more about Seneca’s different school-based service models
- 1:30–3:30pm: **Tour Aspire Triumph Technology Academy** (Oakland Charter School, grades TK-6)
 - See implementation of Seneca’s Collaborative Program model, an inclusive learning environment that integrates students with mental health needs in their general education classroom with intensive academic, behavioral, and social-emotional supports
 - Hear from members of Aspire’s leadership team about Seneca’s consultation and training services within the Aspire network

Stay: Hotel in Oakland

Thurs, January 31st

- 9–11am: **Tour Learning Without Limits** (Oakland Charter School, grades K-5)
 - See implementation of Seneca’s Unconditional Education model, a full-school partnership program providing an integrated, multi-tiered system of academic, behavioral, and social-emotional supports
- 11:30am–12:30pm: **Lunch and Panel with Leaders from Seneca’s Partner Schools**
 - Hear from leaders of Seneca’s partner schools, districts, and charter management organizations about the implementation and impact of Seneca’s school-based programs
- 12:30–1:30pm: **Presentation by Seneca’s School-Based Wraparound staff**
 - Learn about Seneca’s wraparound service model for students and families in need of a comprehensive system of in-school and out-of-school of supports
- 1:30–2pm: **Close out and Q&A with members of Seneca’s Leadership Team**
 - Conclude by summarizing our site visits with the opportunity to ask questions directly to leaders of Seneca’s education programs

Subject: Notice to Cure Letter - 2017-2018 Independent Audit Report
Date: Thursday, January 10, 2019 at 3:40:52 PM Pacific Standard Time
From: Baquir, Emmaliza
To: lwoolley@palihigh.org, Pamela Magee, Greg Wood
CC: Cole-Gutierrez, Jose, Perry, Robert, Robinson, James, Bradley, Sharon, Alves-Monaster, Blanca, Villamor, Allan
Attachments: PALIHS 8798 NTC - Failure to Submit 2017-2018 Audit.pdf

Dear Board Chair Ms. Woolley,

Attached please find the Notice to Cure letter regarding the failure to submit the 2017-2018 Independent Audit Report.

Kindly review the attached report and respond to the Charter Schools Division no later than COB on Monday, January 14, 2019 as indicated in the letter.

Sincerely,

Emmaliza Baquir

Charter Schools Division

333 S Beaudry Avenue, 18th Fl

Los Angeles CA 90017

Tel. 213/241-0438 Fax. 213/241-0399

Email: emmaliza.baquir@lausd.net



**LOS ANGELES UNIFIED SCHOOL DISTRICT
CHARTER SCHOOLS DIVISION**

333 South Beaudry Avenue, 20th Floor, Los Angeles, CA 90017
Office: (213) 241-0399 ♦ Prop. 39: (213) 241-5130 ♦ Fax: (213) 241-2054

AUSTIN BEUTNER
Superintendent of Schools

FRANCES GIPSON, Ph.D.
*Chief Academic Officer
Division of Instruction*

JOSÉ COLE-GUTIÉRREZ
Director, Charter Schools Division

NOTICE TO CURE
IMMEDIATE ACTION REQUIRED

January 10, 2019

Board Chair Leslie Woolley
Palisades Charter High
15777 Bowdoin St.
Pacific Palisades, CA 90272-3523

Distributed Via:
Email & Certified U.S. Mail
RESPONSE DUE: 01-14-2019

**SUBJECT: NOTICE TO CURE RE: FAILURE TO SUBMIT 2017-2018 ANNUAL
INDEPENDENT FINANCIAL AUDIT REPORT ON OR BEFORE
DECEMBER 15, 2018**
Charter Number (0037) Loc. Code 8798

Dear Board Chair Leslie Woolley,

This letter serves to follow-up on the required submission of Palisades Charter High's annual independent financial audit report for 2017-2018. To date, the Los Angeles Unified School District (LAUSD) has not received a copy of Palisades Charter High's 2017-2018 annual independent financial audit report.

State of California Education Code § 47605(m) requires each charter school to transmit a copy of its annual independent financial audit report for the preceding fiscal year to its chartering authority (e.g., LAUSD), the California State Controller, the county superintendent of schools of the county in which the charter school is sited, and the California Department of Education, by December 15 of each year.

This is the Charter Schools Division's (CSD) Notice to Cure. The CSD requests that you provide any and all documentation, including, but not limited to:

- A copy of the school's 2017-2018 annual independent financial audit report;
- Evidence that a copy of the school's 2017-2018 annual independent financial audit report has been submitted to the California State Controller and the Los Angeles County Office of Education (LACOE);

- Evidence that the 2017-2018 annual independent financial audit report was reviewed and approved by the school's governing board (including the governing board meeting agenda, the governing board meeting minutes, etc.); and
- A written explanation of the reasons for the school's failure to submit its 2017-2018 annual independent financial audit report on or before December 15, 2018, and the steps that the school is taking to ensure that all future independent financial audit reports are submitted in a timely manner.

Please provide your complete responses as well as documentation no later than **Monday, January 14, 2019**.

If you have any questions or need additional information regarding this notice, please contact me via email at emmaliza.baquir@lausd.net or (213)241-0438. Thank you for your cooperation.

Sincerely,



Emmaliza Baquir
Fiscal Oversight Administrator

c: José Cole-Gutiérrez, Director, CSD
Robert Perry, Administrative Coordinator, CSD
James Robinson, Fiscal Administrator, CSD
Sharon Bradley, Senior Coordinator, CSD
Blanca Alves-Monaster, Specialist, CSD
Dr. Pamela Magee, Executive Director/Principal
Gregory Wood, Chief Business Officer